

**POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL
FAMILY READINESS PROGRAM
- TREASURER / ALTERNATE TREASURER VOLUNTEER POSITION -
Revised: 3/2013**

I. **Description.** The treasurer and alternate treasurer are statutory volunteers serving in an official capacity in direct support of the Service Member & Family Support – Family Readiness Program. They will maintain simple accounting records and receipts for Family Readiness Group funds.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email at ng.sd.sdarnng.list.frsa@mail.mil

II. **Chain of Command/Concern.** Accountable to the unit commander and State Family Readiness Director or their representatives, and Family Readiness Group.

III. **Qualifications.**

- A. Good mathematics skills and some record keeping knowledge
- B. Good personal character
- C. Displays attention to details
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

IV. **Major Responsibilities.**

A. Prior to opening a FRG account, **file IRS form SS4** to receive an Employer Identification Number (EIN) (a tax ID number) to avoid use of personal Social Security Number.

B. **Open and maintain a non-interest bearing checking account** in a federally insured financial institution. When signing checks, a minimum of two volunteer signatures are required.

C. **Maintain simple accounting records** (Checkbook Register) showing all transactions, both debits and credits for FRG funds. Maintain **receipts** of how monies were disbursed.

D. **Ensure payment of sales tax** for items purchased by the Family Readiness Group as it is **not** a nonprofit organization and therefore is not in a tax-exempt status.

E. **Ensure the FRG informal fund account does not exceed \$10,000** income per year, and also its balance does not exceed \$10,000 at any time.

F. **Ensure the account's use is limited to expenses consistent** with the purpose and function of the FRG Informal Fund.

G. Help **ensure FRG only conducts internal fundraising** amongst their members (unit) and gains command approval prior to any fundraising.

H. Help the Unit Commander **to accept**/approve UNSOLICITED donations to the FRG informal fund of \$1000 or less **per donation** from private organizations or individual donors. Ensure SDNG Form 600-29 is completed prior to donation acceptance and proper distribution of form is made.

I. Help ensure **FRG funds do not augment other unit informal funds** such as the unit's fund. The FRG funds can not be deposited or mixed with personal or unit funds.

J. Help ensure **FRG funds are not used to purchase items or services** which may be paid for using military (appropriated) funds or for items not related to family readiness such as service member farewell gifts.

K. **Help ensure FRG Standard Operating Procedure for FRG informal funds is accomplished** either by inclusion in the FRG Family Readiness Plan (Item #6) **or** as an independent document and filed in the unit's Family Readiness Binder and a copy forwarded to your Family Readiness Support Assistant.

L. **Provide a treasurer report to the commander, FRG Leader and your Family Readiness Support Assistant by Jan 15th annually.** This report includes 3 items: Treasurer Report Memorandum, copy of all Bank Statements since the last report, and a copy of the Checkbook Register showing all transactions since the last report. Have Commander sign report and file original copy of the report in the unit's Family Readiness Binder.

Reports are also required from units that **have no checking accounts** as well. If unit is **deployed**, reports are due **quarterly** (Mar, Jun, Sep, Dec) to your Family Readiness Support Assistant.